



Summer Food Service Program



Bulletin

Child Nutrition Programs

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To: SFSP Sponsors
Program Reviewers

Date: May 20, 2015

Bulletin: 2015-07

From: Alicia Stephens
SFSP Program Specialist

Subject: USDA Policy Memos and Information

USDA Policy Memos, Information & Implementation Memos:

To view previous USDA policy memos, visit:

<http://www.fns.usda.gov/sfsp/policy>

1. SFSP 04-2015 – Rural Designations in the Summer Food Service Program – Revised (v.3)
2. SFSP 15-2015 – Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs
3. SFSP 16-2015 – Site Caps in the Summer Food Service Program: Revised
4. SFSP 18-2015 – Office of Management and Budget Super-Circular 2CFR Part 200

Additional Topics:

- Local Foods in Summer Meals
- Partnership of the Month: DOT
- Fuel Up to Play 60 Flag Football Kits
- SFSP Kick-Off Challenge
- Grant Opportunities
- New SFSP Promotional Materials
- Public Release Update (templates attached)
- Upcoming Webinars

Program changes as a result of USDA Policy Memos are to be implemented immediately. Please file this bulletin for reference, guidance and compliance with the Summer Food Service Program. Feel free to call the Child Nutrition Programs office if you need further clarification.

USDA Policy Memos, Information & Implementation Memos:

1. SFSP 04-2015 – ***Rural Designations in the Summer Food Service Program – Revised (v.3)***
The purpose of this memorandum is to clarify guidance on rural designations in the Summer Food Service Program (SFSP) and highlight the Food and Nutrition Service (FNS) Rural Designation Map, a new tool available to assist State agencies and sponsors in designating sites as rural. This memorandum supersedes SFSP policy memorandum *Using Metropolitan Statistical Area Data for Determining Rural Administrative Reimbursements*, March 26, 2004.

In Alaska, urban areas include Anchorage and surrounding areas and Fairbanks and surrounding areas. Reimbursement rates are lower for vended sites in urban areas. Please use the Rural Designation Map to find out if your site is urban or rural and see the reimbursement rates on the SFSP EED webpage for more information.

2. SFSP 15-2015 – **Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs**

The purpose of this memorandum is to expand the list of acceptable medical professionals that may sign a medical statement for meal accommodations in the Child Nutrition Programs and recommend alternate foods for children whose disability restricts their diets. A broader list of medical providers will improve access to meal accommodations for children with special dietary needs while balancing the administrative burden placed on program operators and participants requesting meal accommodations.

We will be updating the Medical Statement form and distributing it via bulletin and replacing the current form on the EED website.

3. SFSP 16-2015 – **Site Caps in the Summer Food Service Program: Revised**

Summer Food Service Program (SFSP) regulations require State agencies to set limits on the number of meals each approved site may serve to children; this is known as the 'site cap.' The purpose of this memorandum is to clarify for State agencies and sponsors the meal disallowance requirements as they relate to site caps. Additionally, this memorandum provides flexibility enabling SFSP sponsors of sites serving meals prepared by food service management companies, known as "vended sites," to request adjustments when meals are served in excess of site caps at such vended sites. Finally, this memorandum also provides guidance on the use of site caps as a management tool to promote Program integrity for all sites. This memorandum is effective for SFSP activities beginning in summer 2015 and supersedes SFSP 08-2013, Site Caps in the Summer Food Service Program, January 24, 2013.

Sponsors: please ensure site caps are entered for all meals served in column 'G' of the meal service section in each site information sheet. Previously this section of the application was only accessible by EED, but it is now accessible to sponsors and is required prior to approval.

4. SFSP 18-2015 – **Office of Management and Budget Super-Circular – 2 CFR Part 200**

The Office of Management and Budget (OMB) published the Super-Circular at 78 FR 78590 on December 26, 2013 for USDA and other Federal grant-making agencies. Section 200.10(a) requires Federal agencies to implement the policies and procedures set out in the Super-Circular by promulgating regulations effective December 26, 2014. USDA published such regulations at 2 CFR Parts 300, 415, 416, *et al.* (79 FR 75981, December 19, 2014). They will replace existing rules at 7 CFR Parts 3015, 3016, and 3019, 3052, and cost principles addressed in Parts 220 (A-21), 225 (A-87), and 230 (A-122).

These changes will effect procurement practices and changes to the EED procurement webpage are forthcoming. Some changes were noted in the procurement portion of the 2015 SFSP Administrative Training, such as the new micro-purchasing threshold of \$3,000 and 2 quote requirement for any purchases over \$3,000. Contact EED for any questions about procurement requirements in SFSP.

Additional Topics

- **Local Foods in Summer Meals**

Whether they are California peaches, Washington summer squash, Hawaii mangoes, or Alaska radishes, local foods can provide benefits when incorporated into summer meals:

Nutrition: Children are encouraged to eat and enjoy fresh, nutritious foods

Education: Children are exposed to a variety of products that may not be available during the school year

Economy: Producers have a reliable outlet

Local foods can be defined as foods that originate within a radius, within a county, within a state or within a region and can be obtained directly from a farm, through a distributor, a food hub or a farmers market.

Check out the FNS toolkit page on local foods for helpful resources.

http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Local_Foods_Sponsors.pdf

- **Partnership of the Month: DOT**

Sponsors know that strong partnerships are key to any successful summer meal program! Partnering with your State Department of Transportation (DOT) can result in many benefits. Sites can engage with DOT by inviting DOT staff and partner organizations to provide fun, transportation-themed site activities and “Safety Days.” Sponsors may qualify for DOT funding, or be eligible to apply for grants in collaboration with other State, local, and community organizations.

Check out the new FNS toolkit page on DOT partnerships to learn how your program can benefit from the resources DOT has to offer!

<http://www.fns.usda.gov/sites/default/files/sfsp/SMT-DOT.pdf>

- **Fuel Up to Play 60 – Flag Football Kits Available**

The FNS Western Regional office has flag-football kits from Fuel Up to Play 60 (FUTP60) available to SFSP sites who are interested. EED has been asked to report back and request any kits for Alaska SFSP sites. There is no cap to how many sites can receive kits; it will just depend on how many are available and there are a limited number of kits. Please respond to this bulletin as soon as possible if any of your sites could use these great additions to site activities for children. This is the information we will need for each site requesting a kit:

1. Site Name
2. Mailing Address
3. Contact Name
4. Contact Phone Number
5. Contact Email Address:
6. Type of Site (School/Park/Etc.)
7. Estimated Number of Children
8. Days of Meal Service

- **SFSP Kick-Off Challenge**

This year we are asking that sponsors hosting SFSP Kick-Off events to participate in a challenge! Kick-off events are a great way to get the word out, advertise your program and draw kids and families to SFSP sites. Invite elected officials or local “heroes,” plan a fun event and kick off the SFSP season in style. The rules are simple:

1. Plan and advertise your kick-off event
2. Host a kick-off event such as a bbq, family night or movie night
3. Take pictures!
4. Submit photos and a paragraph describing the event
5. We will choose a winner that will receive a mystery prize!

We’d like to have the challenge wrapped up sometime in July, so please send us your submissions as soon as possible after your events. We look forward to sharing what Alaska SFSPs are doing to kick off the 2015 season!

- **Grant Opportunities**

Share Our Strength/No Kid Hungry has updated their grant opportunities webpage with some for specific Summer Programs and others for general School Breakfast Programs, Hunger Relief, Health and Education Services, Physical Activity, Services for Women and Children, Organizational Capacity Building, Capital Expenditures and their New Opportunity of the Month which is for After School

Program Grants. Check out all of these wonderful grant opportunities on the No Kid Hungry website here: <http://bestpractices.nokidhungry.org/child-nutrition-program-grant-opportunities>

- **New SFSP Promotional Materials**

USDA and Share Our Strength/No Kid Hungry have released new promotional materials to help raise awareness and draw more children to SFSP sites. Sponsors are encouraged to outreach to partner organizations and school districts to help spread the word about their SFSP sites.

- Find the new USDA flyers, postcards and bookmarks in addition to radio PSAs and training videos here: <http://www.fns.usda.gov/sfsp/raise-awareness>. In addition you can find more specific outreach tools on the SFSP Toolkit webpage here: <http://www.fns.usda.gov/sfsp/summer-meals-toolkit>
- Find the new Share Our Strength/No Kid Hungry flyers, posters, postcards, banners, yard signs, etc. here: <http://bestpractices.nokidhungry.org/summer-meals/outreach-materials> *Note that any materials advertising SFSP must include the USDA non-discrimination statement. Use the customizable templates or add it after the fact to any of the No Kid Hungry materials.

- **Public Release Update: Non-Discrimination Statement**

The public release templates in the 2015 Administrative Guidance for Sponsors (attachment 12) and on the CNP Web SFSP application packet tab, do not have the full, correct USDA non-discrimination statement. Please see the updated Public Release templates attached to submit to media outlets and with your SFSP application.

- **Upcoming Webinars**

- What: Promotion Strategies & Site Activities
When: Thursday, May 21st, 10:30-11:30am
Description: Check out strategies on how to promote your Summer Meals program, and how to increase and retain participation by implementing engaging Site activities.
[Click here to register](#)
- What: New to the Program? Ask the USDA!
When: Wednesday, June 10th, 11:00am-12:00pm
Description: Are you a New Site or Sponsor? Tell us about any concerns, questions, suggestions, or ideas!
[Click here to register](#)
- What: Returning to the Program? Ask the USDA!
When: Wednesday, June 17th, 11:00am-12:00pm
Description: Are you a returning Site or Sponsor? Tell us about any concerns, questions, suggestions, or ideas!
[Click here to register](#)

Calendar of Upcoming Events & Deadlines	
Promotion Strategies & Site Activities Webinar	May 21, 2015
New to the Program? Ask the USDA! Webinar	June 10, 2015
Final day to submit SFSP Applications <u>All applications must be submitted <i>no later</i></u>	June 15, 2015
Returning to the Program? Ask the USDA! Webinar	June 17, 2015

Contact Information

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Commonly Used Acronyms

SFSP – Summer Food Service Program
CNP – Child Nutrition Programs
WRO – Western Region Office
FNS – Food & Nutrition Services
FNSRO-Food & Nut Services Reg. Office
USDA – U.S. Department of Agriculture
EED – Education & Early Development
DEC – Department of Conservation
LEA – Local Education Agency



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